

~~SECRET~~

E T L E

Records

20 January 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Survey of DD/S Staff Files

This reflects action assumed on the recent survey of the DD/S Staff files.

Recommendation No. 1

The Records Control Schedule for the O-DD/S is being revised.

Recommendation No. 2

No action.

Recommendation No. 3a

25X1

25X1 [redacted] discussed this item with [redacted] and it was agreed that the SSA records would be screened by Registry personnel before being transferred to Records Center. This resulted in the screening and retiring of three boxes of material.

Recommendation No. 3b

The files accumulated by Mr. Echols have been sent to the offices concerned for disposition. See memo attached, dated 6 Nov 1970, from CMO/DDS. Mr. Echols had accumulated three folders of Chrono material which have been sent to Archives.

Recommendation No. 4

The Support Bulletin material will be taken care of by [redacted]

Recommendation No. 5

25X1

See attached memo from [redacted] dated 25 Nov 1970. Further action will be assumed by DD/S Registry personnel after the revision of the Records Control Schedule has been completed.

Recommendation No. 6

See attached memo from Mr. Bannerman dated 11 Dec 1970 regarding this item.

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[redacted]
Office of the
Deputy Director for Support

25X1 cc: [redacted] RAB/SSS

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~~CONFIDENTIAL~~

~~Recorded~~
Extra Copy
DD/S 70-4465

11 DEC 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Disposition of DD/S Diary Notes and Calendar Records

1. Since I am to retire from the Agency service on 31 December 1970, I wish to specify the disposition of the following sets of records.

Assistant Deputy Director for Support

1 July 1964 - 4 July 1965:

Diary Notes and Calendar Records

Deputy Director for Support

5 July 1965 - 31 December 1970:

Diary Notes and Calendar Records

2. The Diary Notes and Calendar Records for the period of 1 January 1968 through 31 December 1970 should be retained in the Office of the Deputy Director for Support for access and reference by Mr. John Coffey who will succeed to the position of Deputy Director for Support on 1 January 1971. The remaining Diary Notes as indicated above should be sent to the Records Center for controlled storage and access thereto to be at the discretion of Mr. John Coffey, Deputy Director for Support. I believe these records to be of some historical value in reflecting the actions taken by the Deputy Director for Support during the above stated period. In many instances these records reflect the reason why certain actions were taken which facts may not be found in other forms of records. I am not setting any destruction date but leave this to the discretion of the succeeding Deputy Director for Support.

Distribution:
DAS - DAS Subj.
DAS Chancery
C/SSS/DAS

25X1
R. L. Bannerman
Deputy Director
for Support

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TRANSMITTAL SLIP DATE 10/70 STAT

TO: [Redacted]

ROOM NO. [Redacted]

RE: [Redacted]

Will take
necessary action on
recommendations 1. and 3.
Make a MFR on your
action and file with
Attached [Redacted]

FROM: [Redacted]

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 35-8
WHICH MAY BE USED.

(47)

SECRET

25 NOV 1970

25X1

MEMORANDUM FOR: [redacted]

SUBJECT : Recommendation #5 for Special Projects Files

REFERENCE : Memo for [redacted]
dtd 27 Oct 70, same subj.

25X1

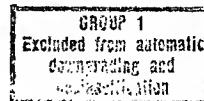
1. As a result of the recommendation made, the records presently maintained by this office were reviewed to see what improvements could be effected. This review revealed that only current working files which are considered necessary for conducting day-to-day business are being maintained. When important records are no longer required, they are sent to the DDS Registry which coordinates the actual transfer to the Records Center.

2. Based on the above review, it is felt that any transfer of currently held records from this office to the Records Center is not practical at this time.

[redacted] 25X1

Special Assistant to the
Deputy Director for Support

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25X1 MEMORANDUM FOR: [REDACTED]

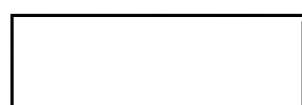
A survey was recently made of the O/DDS records program by a member of the RAB/SSS/DDS.

Recommendation #5 is quoted below for your information and appropriate action:

25X1

25X1 "Discussions were held with several persons on the Special Projects files. Portions of these files were found [REDACTED] [REDACTED] and in the DDS Registry. Files documenting the DDS functions and responsibilities to these projects should be brought together and retired to the Records Center. Within the DDP area the operational support records are scheduled to be retained for 60 years. In the DDS area the supporting documents were fragmented. Persons working on these projects were made aware of the need for retaining portions of the files to document the DDS policy, planning, and management of the projects. The files should be screened and organized by one individual having overall knowledge of the projects prior to transferring them to the Records Center. The DDP [REDACTED] Records Officer suggested that a cross reference copy of the inventory of documents retired to the Records Center be forwarded for incorporation with the DDP files for the corresponding year. This will give the Agency a total picture of the Agency involvement in the projects."

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► SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
STAT			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Mack -
 I'd like you to
 think about this. Maybe talk
 to the gal who wrote it. You
 have read our file which I
 think are adequate - not excellent
 but adequate. My initial reaction
 to the recommendation is negative
 but you may see it differently.

FOLD HERE TO RETURN TO SENDER

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200240015-6

27 OCT 1970

25X1

MEMORANDUM FOR: [REDACTED]

A survey was recently made by the O/DDS records program by a member of the RAB/SSS/DDS.

Recommendation #5 is quoted below for your information and appropriate action:

25X1

"Discussions were held with several persons on the Special Projects files. Portions of these files were found with [REDACTED]

25X1

[REDACTED] and in the DDS Registry. Files documenting the DDS functions and responsibilities to these projects should be brought together and retired to the Records Center. Within the DDP area the operational support records are scheduled to be retained for 60 years. In the DDS area the supporting documents were fragmented. Persons working on these projects were made aware of the need for retaining portions of the files to document the DDS policy, planning, and management of the projects.

25X1

The files should be screened and organized by one individual having overall knowledge of the projects prior to transferring them to the Records Center. The DDP [REDACTED] Records Officer suggested that a cross reference copy of the inventory of documents retired to the Records Center be forwarded for incorporation with the DDP files for the corresponding year. This will give the Agency a total picture of the Agency involvement in the projects."

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[REDACTED]

Distribution:

Orig - Adse

- DD/S subject w/survey

1 - DD/S chrono

~~SECRET~~

3 NOV 1970

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Executive Officer

SUBJECT : Mr. Echols' Files

REFERENCE : Memo frm ExO-DD/S to CMO/DDS dtd 27 Oct 70
regarding Mr. Echols' Files

1. With reference to subject memorandum requesting action on the files of Mr. Echols, you are advised action as requested has been taken.

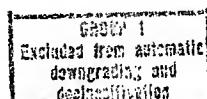
2. The files generally have been dispersed to concerned offices where interest was indicated in the contents. There is no doubt that a portion of these files, particularly the literature on the "Take Stock Plan" will be destroyed by the General Counsel's Office. The large segment covering retirement plans, policy, and procedures have been turned over to the Retirement Affairs Division for disposition. The dispersal, disposal, or archiving insofar as the Career Management Office was concerned has been accomplished.



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Career Management Officer
Deputy Director for Support

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27 OCT 1970

MEMORANDUM FOR: Career Management Officer, DD/S

A survey was recently made of the O/DDS records program by a member of RAB/SSS/DDS. The following is one of the recommendations:

"3.b. In the Career Management area some files were found that had been accumulated by Mr. Echols, who left the Agency some time ago. These files should be screened and some forwarded to the sections absorbing the functions, such as, the files relating to retirement and the stock program. Most of these should be transferred to the Retirement Branch of the Office of Personnel, the obsolete ones destroyed, and a small segment should be transferred to the Agency Archives."

Request you review this recommendation and advise me of action taken.



25X1

Executive Officer to the
Deputy Director for Support

EO-DD/S:WEB:es (27 Oct 70)

Distribution:

Orig - Adse
1 - DD/S subject w/survey
1 - DD/S chrono

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RECORDS ADMINISTRATION PROGRAM

SURVEY REPORT

of

OFFICE OF THE DDS

PREPARED BY



Records Management Staff

25X1

12 August 1970

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~~SECRET~~REVIEW OF FILES IN STAFF OFFICES
OF THE DDSFINDINGS

25X1

1. At the request of the Executive Officer, a study was made during July 1970 of the paperwork systems and procedures in the Registry and Staff Offices of the Deputy Director for Support. A preliminary inventory of the records and equipment was submitted to [redacted] to permit her to satisfy a reporting requirement due 17 July. A copy of that inventory is attached.

2. The survey began in the DDS Registry, which is the focal point for the receipt and control of DDS documents and for the maintenance of central files for the O/DDS and the SSA/DDS. Three persons are assigned to the Registry and share the responsibilities of the registry operations. No difficulties were found in the retrieval of documents and all persons contacted felt that the service rendered by the Registry personnel was satisfactory.

3. The Records Control Schedule for the O/DDS needs updating. Although the schedule dates back to 1958 the disposition instructions are still applicable to the current files. But, the schedule should be revised to reflect the changes necessary. During the survey, records were found that could be eliminated either by immediate destruction, by retirement to the Records Center, or by transfer to other offices where responsibility for the particular function now rests. Some of the records are being retained beyond their usefulness partly because personnel are reluctant to destroy records or have no time to screen the files to dispose of the inactive records. The timely application of the disposition instructions contained in the Records Schedule will alleviate some of the paperwork problems.

4. While there is no one factor I can cite as a major cause for concern in these offices, I feel a general improvement in records management practices and a better appreciation for records management is needed. Some contributing factors to the current problems are:

Files remain on hand after the reassignment of personnel, retirement of key people, realignment of functions and responsibilities, and the physical move of the staffs to other areas. Many of these files remain because the responsible personnel are reluctant to destroy obsolete files before they leave and those who inherit the records with the new job fail to find time to properly screen the files. To remedy this the separating personnel should be made responsible for the disposal of personal accumulations of files prior to their departure from an office. The remaining files should be transferred to the Registry for incorporation in the official files,

I will do
WWD

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or other disposition. A greater appreciation of the storage and retrieval services available at the Records Center and an awareness of the need to preserve some files for historical purposes also would benefit the DDS records in these offices.

5. Some areas which were given extra attention during the survey are discussed in the recommendations. I was pleased with the help and cooperation given to me by the Staff members during the survey, and I plan to return to assist those who asked for additional help with their files.

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OFFICE OF DDS

July 1970

<u>STAFF OFFICER</u>	<u>EQUIPMENT</u>	<u>CUBIC FEET OF RECORDS</u>	<u>CARDS CU. FT.</u>
Helen	(in vaulted area)		
25X1	3 x 5 card file Saf-T-Stak	43.0	7.2
	3 Conserv-A-Files - 15 shelves	6.0	{ Registry
	1 4-drawer safe - (Vault)	13.0	{ DDS
	1 Conserv-A-File - 5 shelves	10.0	
	3 4-Drawer Safes	5.8	
	1 4-Drawer Safe	1.0	
	1 2-Drawer Safe	2.0	
	1 2-Drawer Safe	3.0	
	1 2-Drawer Safe	1.0	
	1 4-Drawer Safe	8.0 - needs cleaning	
	1 4-Drawer Safe	out.	
	1 4-Drawer Safe	7.5	
	2 4-Drawer Safes	6.4 - Too Much!	
	1 2-Drawer Safe	4.0	
	1 2-Drawer Safe	3.0	
	SSA/DDS		
	1 2-Drawer Safe	1.0	
	1 2-Drawer Safe	1.0	
	1 4-Drawer Safe	6.0	
	2 4-Drawer Safes	14.0	{ SSP
	1 4-Drawer Safe	6.0	
	1 4-Drawer Safe	5.7	
	3 Bookshelves	7.0 Books	
	CAREER MANAGEMENT AND PROJECT		
	1 2-Drawer Safe	2.0	
	2 4-Drawer Safes	12.7 - Rec. right files	
	1 4-Drawer Safe	6.0	
	1 2-Drawer Safe (vacant)		1.0
			(5 x 8)
	1 2-Drawer Safe	2.0	
	1 2-Drawer Safe	1.0	
	1 2-Drawer Safe	1.0	
	1 4-Drawer Safe	3.0	
	1 2-Drawer Safe	1.5	
	2 4-Drawer Safes	8.6 - project	
	TOTALS	185.2	8.2
	TOTALS	185.2 cu. ft. of records on hand	
		8.2 cu. ft. cards & 3 x 5 records	
		7.0 cu. ft. books	
		200.4 cu ft. on hand in O/DDS	

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RECOMMENDATIONS FOR DDS STAFF FILES

RECOMMENDATION 1. REVISE THE RECORDS CONTROL SCHEDULE

The Records Control Schedule for the O/DDS was prepared in 1958. Since that time responsibilities have been realigned and reassignments made. Changes should be reflected in the schedule. New files should be added and discontinued items deleted from the schedule. To be an effective tool for the management of office records, the Schedule should be a current document and updated whenever changes are necessary

REG.

RECOMMENDATION 2. CONTINUE THE DUAL NUMBERING SYSTEM IN THE REGISTRY

The DDS Registry uses a consecutive numbering system preceded by "DDS" for controlling the documents moving through the O/DDS. For documents to be handled by the SSA the control numbers are preceded by "SSA". Three persons are assigned to the Registry; two work primarily on the DDS documents and one maintains the controls and files for the SSA.

During the past three years one-third of the volume of documents handled in the O/DDS were for the SSA:

	<u>DDS</u>	<u>SSA</u>	<u>Total</u>	<u>SSA Percentage</u>
1968	5300	2318	7618	30.4%
1969	5800	2647	8447	31%
1970 (June)	2400	1200	3600	33%

ML
return

In view of the high percentage of documents handled exclusively by the SSA it is believed best to continue the dual control system within the Registry.

RECOMMENDATION 3. CONDUCT AN ACTIVE DISPOSAL OR RETIREMENT OF RECORDS

a. In 1965 the inactive files for the SSA were physically transferred to the vault located in the Registry. Since that time only two jobs have been retired to the Records Center. One in May 1965 and one in August 1967. The central files for the SSA date back to 1958 and total 13 cu. ft. At the end of each calendar year the inactive files should be screened and some transferred to the Records Center in accordance with the Schedule. At present, too many of the old files are being brought forward and retained in the vault area. This breaks the continuity and integrity of the files. To recount experiences and past history the records should remain in their proper order and should be retired to the Records Center intact when they are no longer needed for current operations.

CND
Agree's Report
Should do.✓
REG.~~SECRET~~

SECRETTo
CMO

b. In the Career Management area some files were found that had been accumulated by Mr. Echols, who left the Agency some time ago. These files should be screened and some forwarded to the sections absorbing the functions, such as, the files relating to retirement and the stock program. Most of these should be transferred to the Retirement Branch of the Office of Personnel, the obsolete ones destroyed, and a small segment should be transferred to the Agency Archives.

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c. The Global War Plans and Emergency Plans Files dating back to [redacted] era were reviewed by [redacted] the current Emergency Plans Officer. Two folders were destined for the Archives, and the remainder was transferred to the Top Secret Control Staff for destruction. This relieves the Registry of further maintenance of the files and releases the file space for current use.

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Ans.
Attiv.

RECOMMENDATION 4. RETIRE SUPPORT BULLETIN BACKGROUND FILES TO RECORDS CENTER

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From its inception in 1957 until the last issue in 1966 (copy 31) the Regulations Control Staff was responsible for drafting, coordinating, publishing, and disseminating the Support Bulletin. All background files through 1966 together with a copy of each Bulletin have been retired to the Records Center by the Regulations Control Staff. In January 1967 responsibility for preparing and publishing the Bulletin was transferred to a special assistant within the Office of the DDS. Today [redacted] has that responsibility. The initial dissemination of the Bulletin is done by Printing Services Division and the extra copies maintained by Regulations Control Staff to satisfy later requests. Regulations Staff also maintains a "Master Copy" for ready reference. During the survey I found one safe drawer of Bulletin material that requires attention. These should be screened to eliminate duplicates and unnecessary documents then organized for retirement to the Records Center as the official Support Bulletin Files. Thereafter, a background file on future Bulletins should be established and retired to the Records Center at the close of each calendar year.

25X1

Handling

25X1

RECOMMENDATION 5. PRESERVE THE PORTIONS OF THE SPECIAL PROJECTS WHICH DOCUMENT THE DDS RESPONSIBILITIES TO THESE PROJECTS

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Discussions were held with several persons on the Special Projects files. Portions of these files were found with [redacted] and in the DDS Registry. Files documenting the DDS functions and responsibilities to these projects should be brought together and retired to the Records Center. Within the DDP area the operational support records are scheduled to be retained for 60 years. In the DDS area the supporting documents were fragmented. Persons working on these projects were made aware of the need for retaining

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portions of the files to document the DDS policy, planning, and management of the projects. The files should be screened and organized by one individual having overall knowledge of the projects prior to transferring them to the Records Center. The DDP [redacted] 25X1 Records Officer suggested that a cross reference copy of the inventory of documents retired to the Records Center be forwarded for incorporation with the DDP files for the corresponding year. This will give the Agency a total picture of the Agency involvement in the projects.

RECOMMENDATION 6. PERMANENT RETENTION OF DDS DIARIES

The daily Diary notes of the head of a large component are worthy of retention for historical purposes. The Diary notes generally contain a wealth of information that is not available elsewhere in an organization. Historians find them useful in reconstructing activities, relationships, behaviors, and general characteristics of an organization. The DDS Diary should be scheduled to be set aside as a permanent Agency record. Release of the Diary need not be made until some specified period after the individual has left office.

RECOMMENDATION 7. CONDUCT A GENERAL REVIEW AND CLEANUP OF ALL FILES

To improve office efficiency each file series should be reviewed and old files removed from the current files. The old files should be screened for duplicates and obsolete non-record material which may be destroyed. The remainder should be transferred to the Registry for incorporation in the DDS Central Files. To make the central file system effective all secretaries should transfer inactive files to the Registry and rely on the Registry personnel for retrieval of the documents upon request. The current or active files scattered throughout the DDS offices should be kept to the minimum required for current operations.

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